***Hellgate High School - Department Chairs***

**Monthly Meeting**

**Monday, December 1, 2014, 3:10 - ?**

**Guiding Question**

How does our work meet District goals and model 21st Century education?

**Long Term Target:**

The department chairs will work collaboratively with administration to enhance communication, plan school goals, and to budget school resources.

**Agenda & Meeting Minutes**

Facilitator: Lisa Note taker: Jennifer Copley Time keeper: Julie Burckhard

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| **Topic** | ‡**Notes** |
| **Get ready, Get Set** | **Next Meeting**  Department Chairs next meet on January 5. They will review the program for the Freshmen Open House. |
| **Departmental Announcements** | **Music**  >Hellgate had 17 members make All-Northwest, more than any other AA school in Montana.    >On December 19 Hellgate will enjoy its annual all-school holiday assembly. Staff will be asked to read the Assembly Code of Conduct on the day of the Assembly.    >We will also set up an alternative place for students who cannot participate in Christmas Assemblies.  **HPE**  January 7 is sophomore ski day. Please plan ahead.  **World Languages**  On February 11 Hellgate will host a Food Fair from 4:00 to 8:00 and will invite all incoming eighth graders.  **Business Department**  On Wednesday, December 3, BPS is selling fresh-pressed organic Apple Cider to raise money for Special Olympics.  **Title I**  >Title is assembling a planning team to plan for making Hellgate a school-wide Title I school.  >The planning team will meet the 2nd Wednesday of the month.  **Counseling**  The department is working on eighth grade transition described in detail below.  **Social Studies Departments**  >Government teachers will take seniors out of school for a day to attend the Montana Legislative Assembly in Helena.    >They ask departments to let us know March and April dates that would **not** work for them. |
| **Peer Review – CMR High School** | **Accreditation Visit**  >Hellgate’s accreditation evaluation by the Great Falls team occurs next week, Monday December 8 and Tuesday, December 9.  >This is the first time that we will undergo evaluation since 2010. This evaluation preserves our accreditation and complies with state law.  >To help prepare documents for the visiting team, Department Chairpersons reviewed and edited rough drafts of the Review Self-Evaluation.   * + Standard 1: **Purpose and Direction** (Marvin, Lee, Melissa)   + Standard 2: **Governance and Leadership** (Cathy, Jennifer)   + Standard 3: **Teaching and Assessing for Learning** (Carla, Julie, Matt)   + Standard 4: **Resources and Support Systems** ( Beth, Laurie)   + Standard 5: **Using Results for Continuous Improvement** (Julie, Leon, Debbie)   >When Lisa gets confirmation from Great Falls about the number of evaluators and their content areas, she will ask for staff to volunteer to host them during 5th period.  >At the end of the day, from 6:00 PM to 8:00 PM, the Great Falls evaluation team will have dinner with the administration and department chairpersons. The site will be announced soon.  >Lisa will send out more details Tuesday, and department chairs will forward information to their department members. |
| **January 14, 2014 8th grade Showcase** | **Welcoming Incoming Freshmen**  >At the January Showcase, January 14, from 6:00 to 7:30 PM, Hellgate will host eighth graders and their parents. The goal is to attract as many new freshmen as possible to Hellgate High.  >For out-of-area students, we will ask families to make a final decision about enrollment by January 31.  >Over fifty out-of-district freshmen have already requested admittance to Hellgate. We will probably take up to 100.  >In planning this evening of recruiting, Lisa and Department Chairs reviewed the Plus-Delta evaluations from 2013, making significant improvements.  **Eighth Grade Visitation**  >Eighth graders will visit for a half day on the morning of a date TBD. (proposed date April 29)  >Because counselors will visit the middle schools in February to assist with curse request process, we hope to give eighth graders schedules and a clear sense of where they will be attending classes in the fall.  **Course Selection Process for Eighth Graders**  >Counselors will meet with eighth graders to review the course selection process. They will present a series of PowerPoints to review graduation requirement, the 4-year plans, and individual planning sheets.  >Parents will be informed about the whole-grade level assembly and the schedule for registration.  >During February, high school counselors will visit feeder schools to help eighth graders choose classes. The registration will be done individually with much guidance.  **Course Selection Process for Grades 10-12**  >A grade level assemblies will be held January 30.  >Sophomores will subsequently be served in health enhancement classes where counselors will set up stations, and confer with registering students, one-on-one. This will help sophomores to decide about course selection when consider singleton classes such as IB, AP, Math, World Languages, etc.  >Juniors will be served in U.S. History classes where counselors will pull out students in the hallways, one at a time, to help them plan for next year.  We reviewed plus-delta evaluations from the 2013 registration process. Wherever possible, changes were made to follow staff recommendations.  **Title I Placement Testing**  Unresolved is an appropriate time and place to test reading levels for Title I placement. |
| **PLC Work during November & December.** | **PLC’s**  >PLC’s are asked to review goals and the grade distribution lists from 3rd grading period progress reports.  >Lisa expresses great satisfaction with the PLC meetings to date, and believes they are helping to build building communication. |
| **Special Olympics** | **Special Olympics**  >Missoula will host Special Olympics for the next three years. >Participants begin competitions and celebrations at Washington Grizzly Stadium and then move to other venues around Missoula.  >The district has made a commitment to be strongly involved in the activities which occur May 19th to 22nd this year.  >Karen Allen seeks two teachers from each school to get involved with planning.  >To get involved while protecting instructional time, we may find a way to involve the Key Clubs from the three high schools on one day and Hellgate seniors doing community service on another day. |
| **Additions** | **Current Enrollment**  >Total: @ 1240 students.  >297 Freshman  >310 Sophomores  >332 Juniors  >302 Seniors  **Capstone Committee**  Capstone Committee will not meet this week but next week, December 10 in Room 236 at 3:00. |